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ABSTRACT

This manual is a "how to" training device for setting up letter word processing files using the AppleWorks program with an Apple IIe or Apple IIGS computer which has a Duodisk or two disk drives and an 80-column card. The manual provides step-by-step directions, and includes 16 figures depicting the computer screen at the various stages of word processing sequence. (EW)

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SETTING UP LETTERS

USING THE APPLEWORKS WORD PROCESSOR

SUBPROGRAM AND

APPLE IIe OR GS COMPUTERS

ED299973

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INTRODUCTION

"Setting Up Letters Using The AppleWorks...Computers" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk or two disk drives and an 80 column card installed. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.

2. A Duodisk drive or two disk drives.

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.

2. Identify the location of slots 1 and 2 of the Duodisk drive or the difference between drives 1 and 2 of some other drive arrangement.

3. Bootup the AppleWorks program.

4. Format blank data disks (blank, unused disks must be formatted before information can be stored on them). This task may be accomplished using the AppleWorks program "Main Menu" option 5 (Other Activities) and option 5 of the "Other Activities" menu.

After building a file like the one described in this document, users should be able to set up word processor files like the one described herein. Additional guidance in this regard may be found in the AppleWorks manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

STEPS DIRECTIONS

01. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

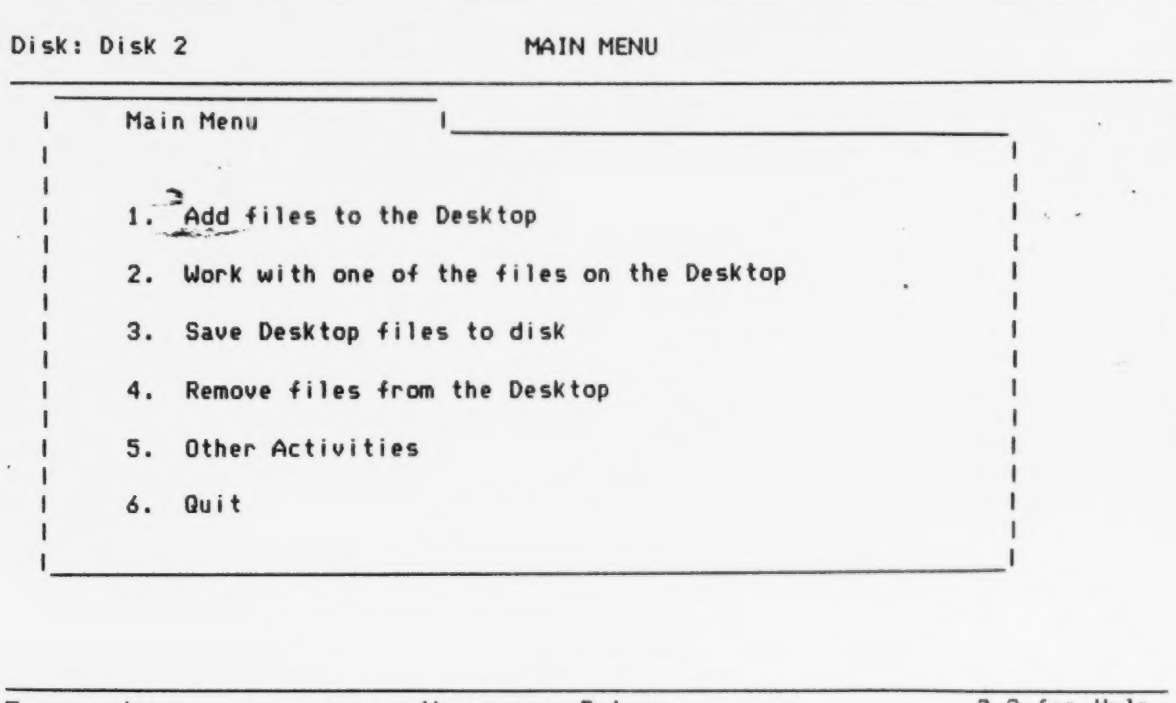
Disk: Disk 2
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
?-? for Help

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. Option #1, "Add Files to the Desktop" is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

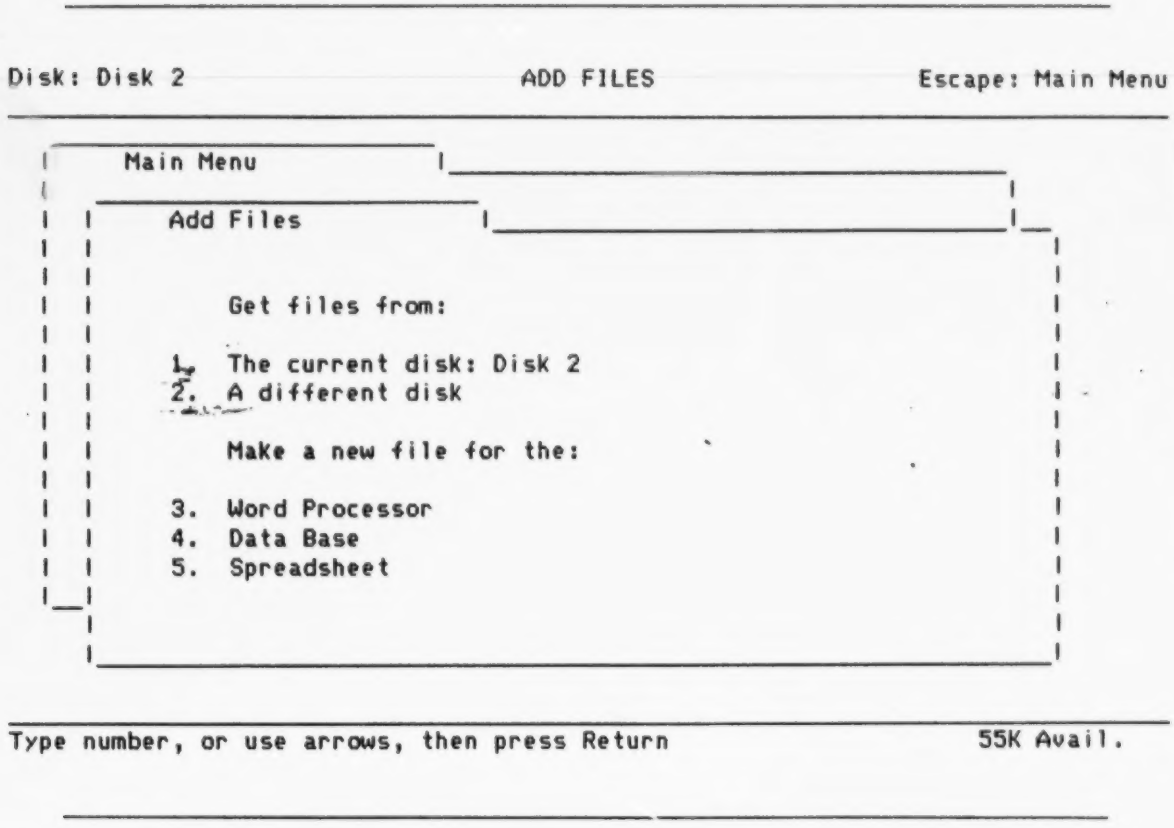

Figure 2. The Screen After Selecting, the "Add Files to the Desktop" Option.

03. Press the numeral "4" key and then press the RETURN key once. This action should bring you to the "Word Processor" menu and the screen will appear as does the picture in Figure 3.

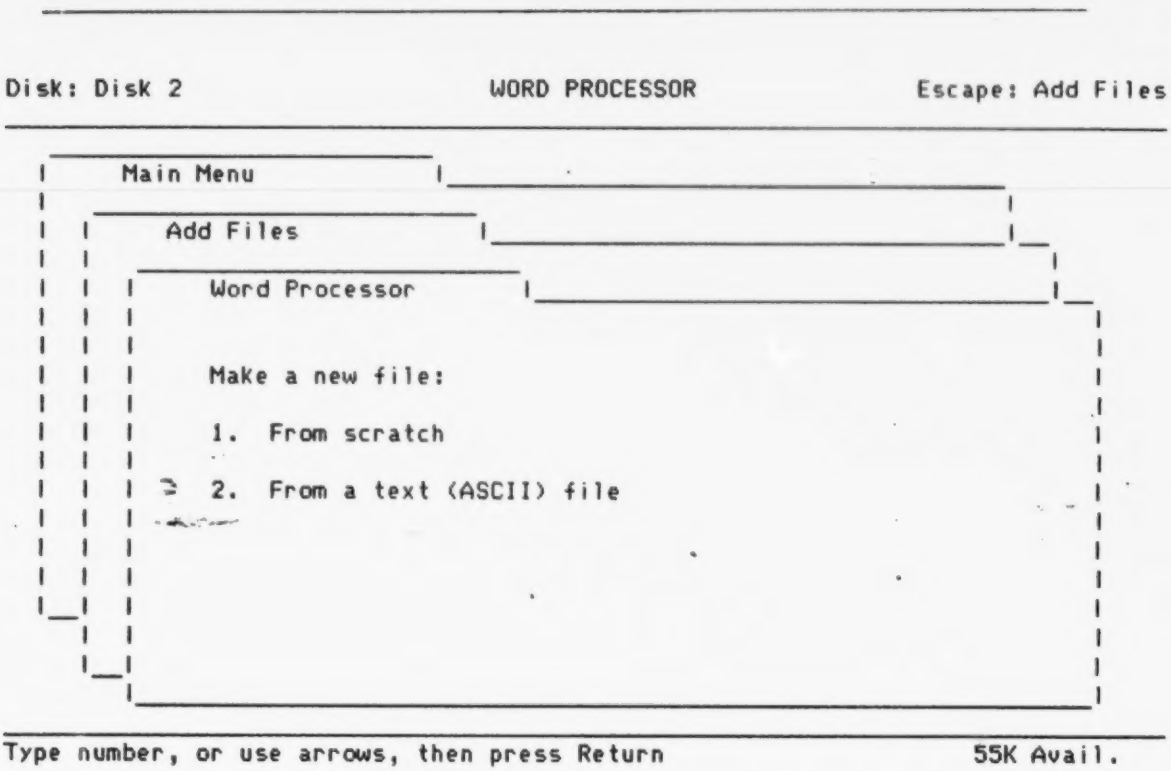

Figure 3. The "Word Processor" Menu.

04. If you have successfully reached this point, jump to step 08.

05. If the screen looks like the picture shown in Figure 4 (note the #1 in the upper left corner of the Figure), select option #2, "A different disk," from the "Main Menu" by pressing DOWN-ARROW once followed by RETURN once. Following this action, the screen should shift so that it appears like the picture shown in Figure 5.

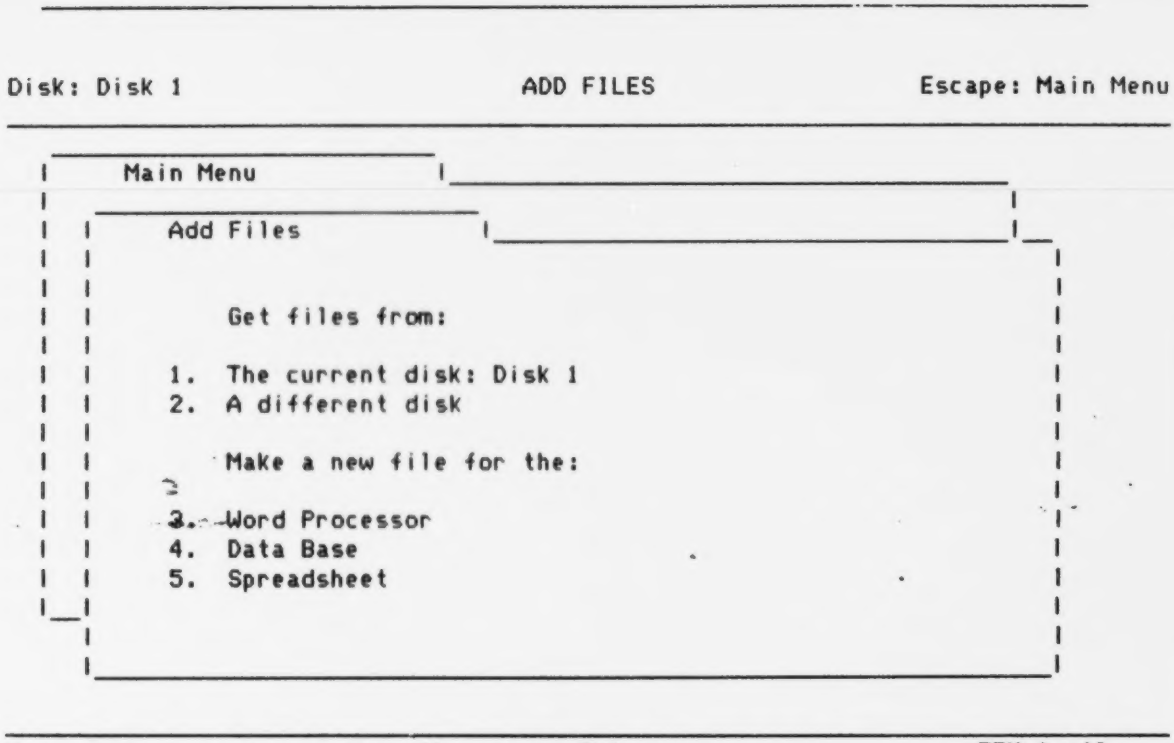

Figure 4. Computer Screen With "Disk: Disk 1" Selected.

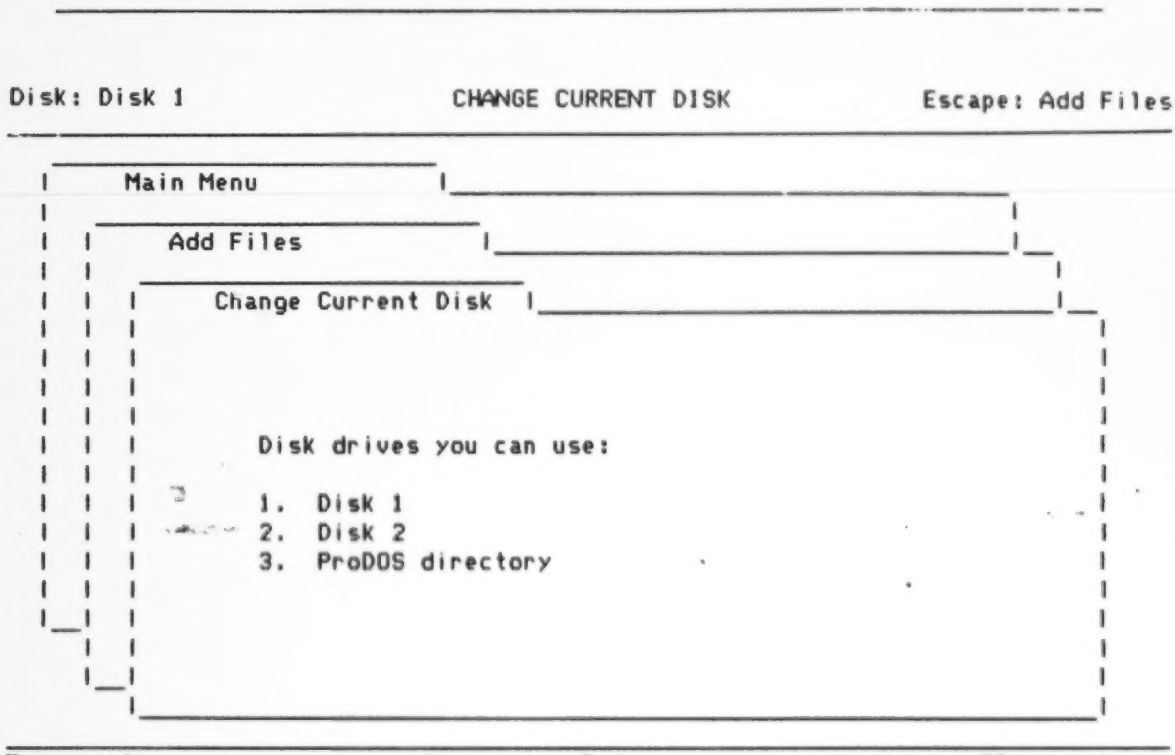

Figure 5. The Screen After Choosing, "A different disk" Option.

06. Select option #2, "Disk 2" by pressing DOWN-ARROW once followed by RETURN once. The screen should have changed following this action so that it appears as it did in Figure 2.

07. Now, complete step 03 and then jump to step 08.

08. With the screen appearing as it does in Figure 3 select option #1 (it is high lighted),"From scratch" by pressing RETURN once. The picture you see on the screen will change so that it looks like the one shown in Figure 6.

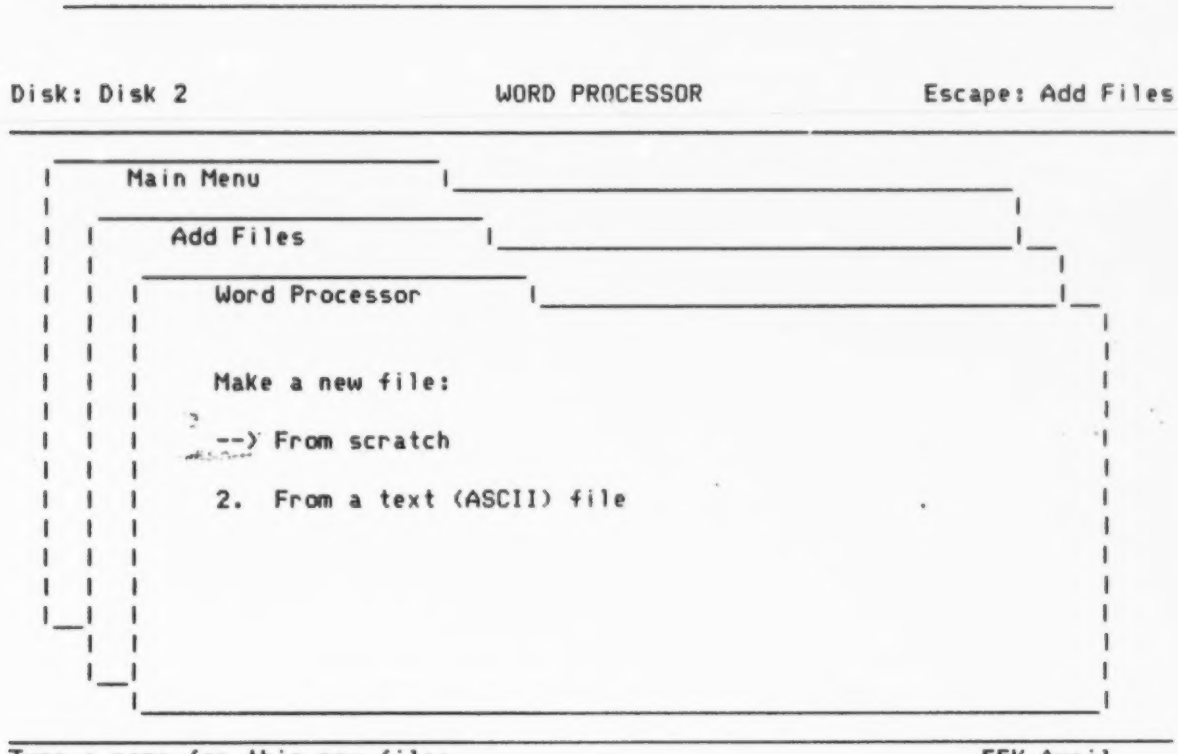

Figure 6. The Screen Showing The "From Scratch" Option Of The "Word Processor" Menu Selected.

09. Directions at the bottom of the screen tell you to name the the new file so type the word "LETTER." The screen will now be identical to the picture shown in Figure 7.

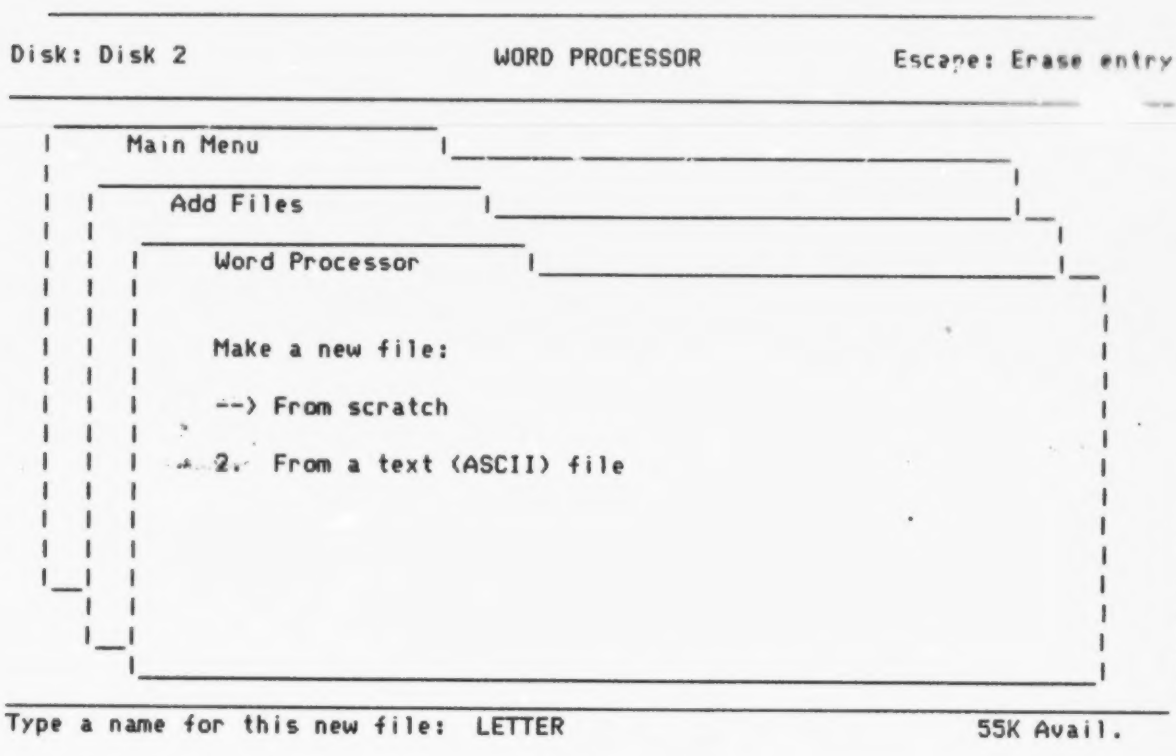

Figure 7. Blank Word Processor File Titled "LETTER."

10. Press the RETURN key once. The screen should look like the picture shown in Figure 8.

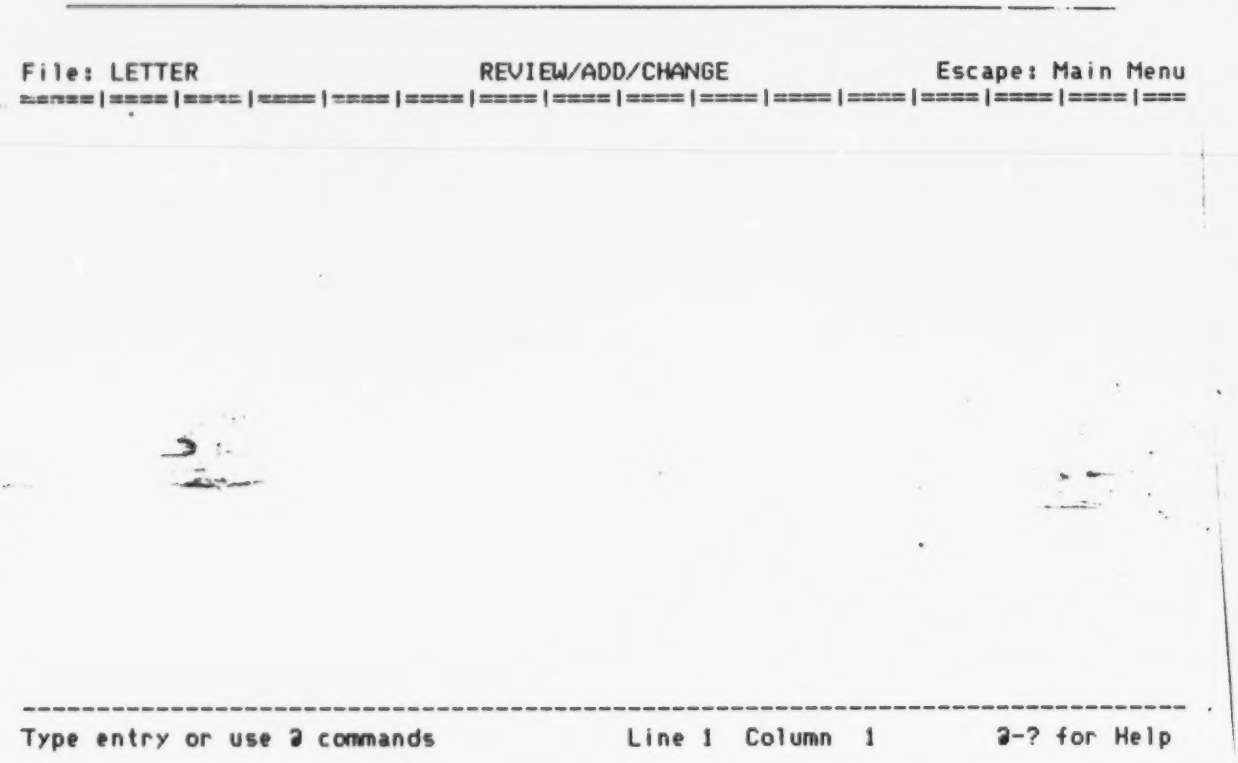

Figure 8. The Computer Screen Showing The Showing The Word Processor File After Entering The Title.

11. Press the OPEN-APPLE and the "T" (tab) keys at the same time to enter the tab setting and removing function. The computer monitor screen will be identical to the exqample shown in Figure 9.

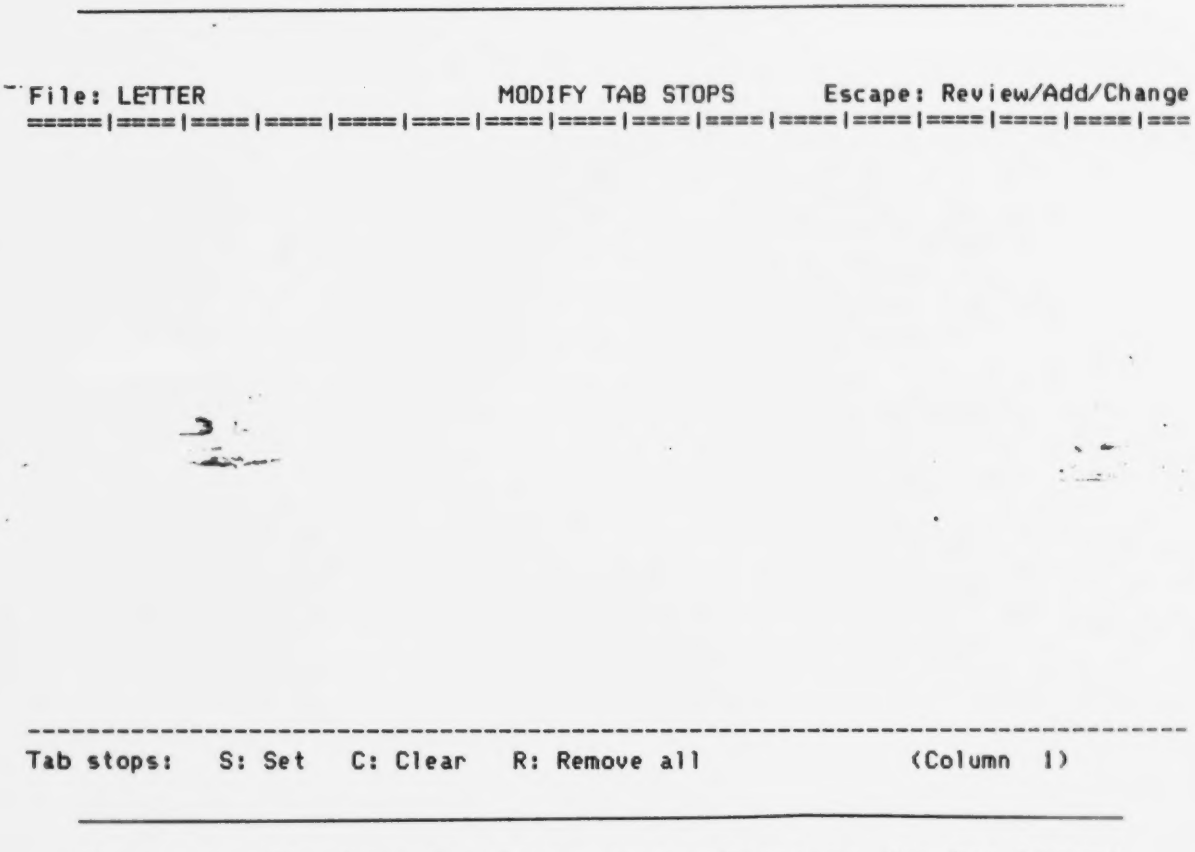

Figure 9. The Computer Screen After Entering The Tab Insert And Delete Function.

12. Press the "R" key. Note that all of the tab set lines (vertical lines at the top of the screen) disappeared (see Figure 10).

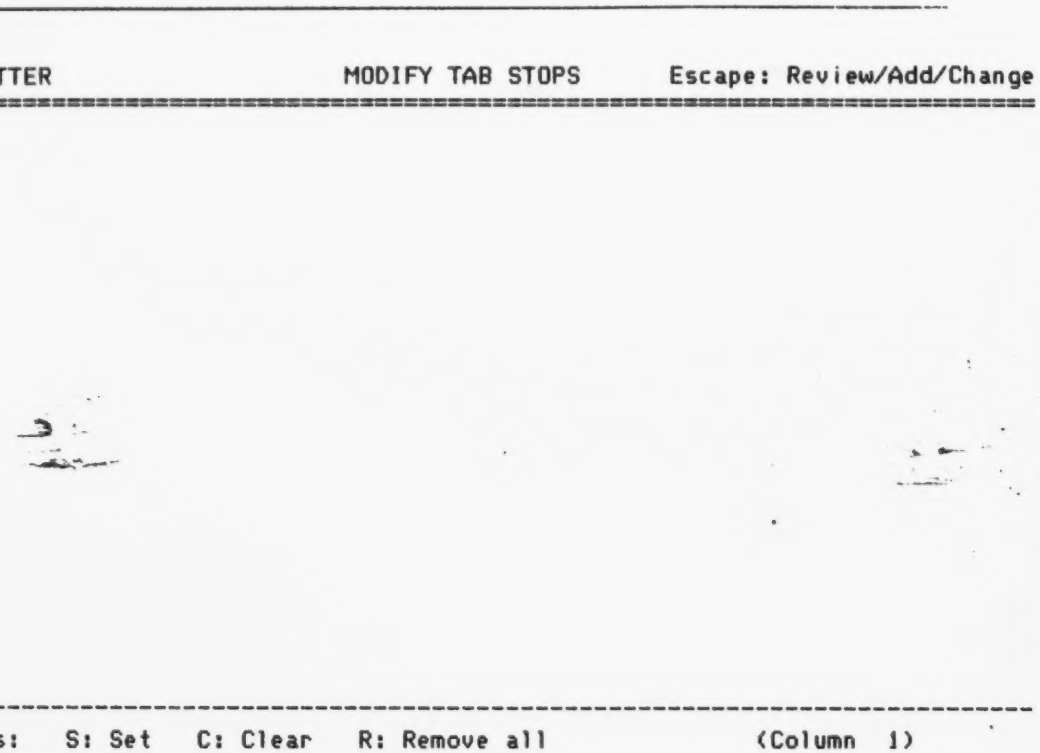

Figure 10. The Computer Screen After Removing All Tab Set Stops.

13. Press the RIGHT-ARROW key several times to move the cursor to column #6. You can watch the bottom right corner of the screen to determine exactly when the corsor isin column #6

14. Press the "S" key and then compare Figure 11 with the picture you see on the screen.

```
File: LETTER                    MODIFY TAB STOPS      Escape: Review/Add/Change
=====|=============================================================================


-------------------------------------------------------------------------------
Tab stops:   S: Set   C: Clear   R: Remove all                  (Column  6)
```

Figure 11. Tab Stop Set In Column 6.

15. Press the ESC (escape) key once. The screen will change so that it appears like the example shown in Figure 12.

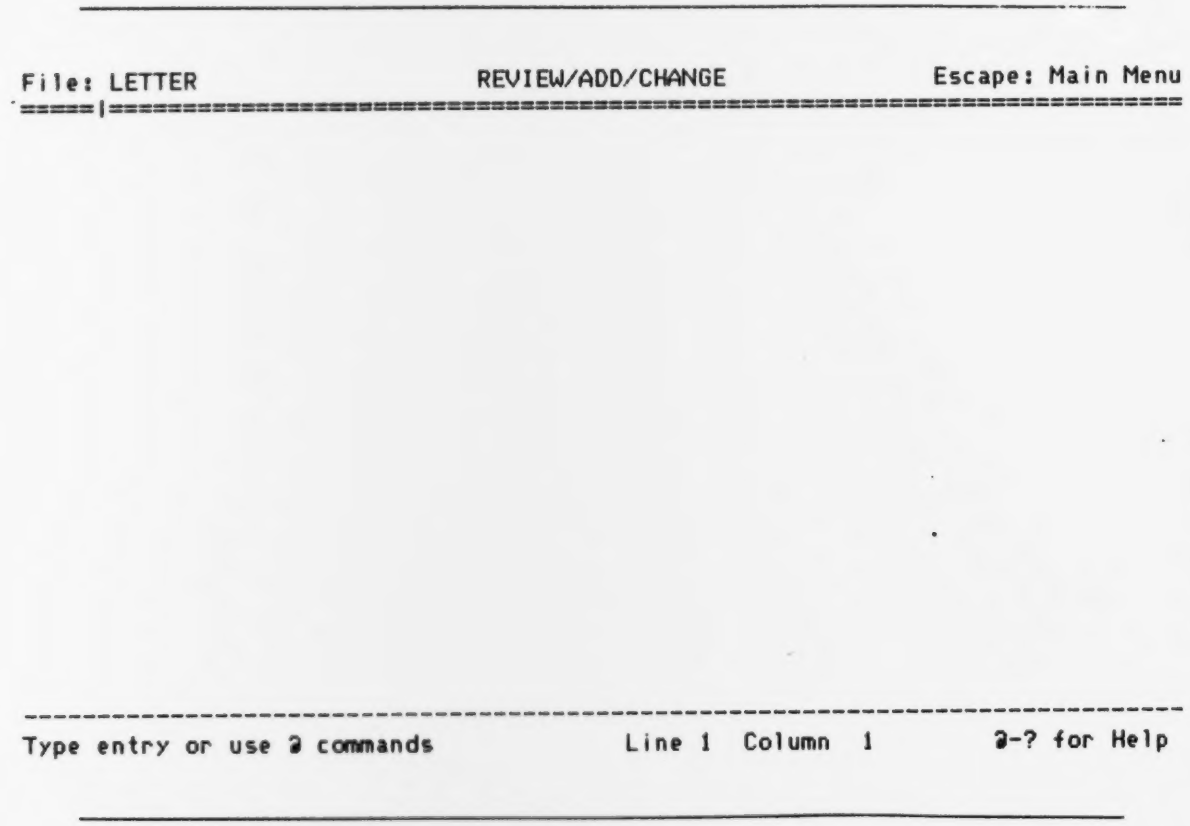

Figure 12. The Computer Screen Showing A Blank File With Tab Stop Set.

16. Press the OPEN-APPLE and the "O" keys at the same time to enter the "Printer Option" function. This allows you to set up many print functions prior to beginning work. Your monitor screen should look like Figure 13.

```
File: LETTER                        PRINTER OPTIONS        Escape: Review/Add/Change
=====|=========================================================================

    PW=8.0  LM=1.0  RM=1.0  CI=10  UJ  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option:             UJ: Unjustified     GB: Group Begin      BE: Boldface End
                    CN: Centered        GE: Group End        +B: Superscript Beg
PW: Platen Width    PL: Paper Length    HE: Page Header      +E: Superscript End
LM: Left Margin     TM: Top Margin      FO: Page Footer      -B: Subscript Begin
RM: Right Margin    BM: Bottom Margin   SK: Skip Lines       -E: Subscript End
CI: Chars per Inch  LI: Lines per Inch  PN: Page Number      UB: Underline Begin
P1: Proportional-1  SS: Single Space    PE: Pause Each page  UE: Underline End
P2: Proportional-2  DS: Double Space    PH: Pause Here       PP: Print Page No.
IN: Indent          TS: Triple Space    SM: Set a Marker     EK: Enter Keyboard
JU: Justified       NP: New Page        BB: Boldface Begin
```

Figure 13. The Computer Screen After Entering Printer Option Functions.

17. Press the "J" and "U" (justified) keys. See Figure 14.

```
File: LETTER                    PRINTER OPTIONS                Escape: Erase entry
=====|=========================================================================

    PW=8.0  LM=1.0  RM=1.0  CI=10  UJ  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option: JU          UJ: Unjustified     GB: Group Begin      BE: Boldface End
                    CN: Centered        GE: Group End        +B: Superscript Beg
PW: Platen Width    PL: Paper Length    HE: Page Header      +E: Superscript End
LM: Left Margin     TM: Top Margin      FO: Page Footer      -B: Subscript Begin
RM: Right Margin    BM: Bottom Margin   SK: Skip Lines       -E: Subscript End
CI: Chars per Inch  LI: Lines per Inch  PN: Page Number      UB: Underline Begin
P1: Proportional-1  SS: Single Space    PE: Pause Each page  UE: Underline End
P2: Proportional-2  DS: Double Space    PH: Pause Here       PP: Print Page No.
IN: Indent          TS: Triple Space    SM: Set a Marker     EK: Enter Keyboard
JU: Justified       NP: New Page        BB: Boldface Begin
```

Figure 14. The Computer Screen After Typing JU.

18. Press the RETURN key once and examine Figure 15. This is the way the screen should now appear. The computer will justify (make even) the right margin when it prints your file.

```
File: LETTER                    PRINTER OPTIONS      Escape: Review/Add/Change
=====|=============================================================================
--------Justified




    PW=8.0  LM=1.0  RM=1.0  CI=10  JU  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option:             UJ: Unjustified     GB: Group Begin      BE: Boldface End
                    CN: Centered        GE: Group End        +B: Superscript Beg
PW: Platen Width    PL: Paper Length    HE: Page Header      +E: Superscript End
LM: Left Margin     TM: Top Margin      FO: Page Footer      -B: Subscript Begin
RM: Right Margin    BM: Bottom Margin   SK: Skip Lines       -E: Subscript End
CI: Chars per Inch  LI: Lines per Inch  PN: Page Number      UB: Underline Begin
P1: Proportional-1  SS: Single Space    PE: Pause Each page  UE: Underline End
P2: Proportional-2  DS: Double Space    PH: Pause Here       PP: Print Page No.
IN: Indent          TS: Triple Space    SM: Set a Marker     EK: Enter Keyboard
JU: Justified       NP: New Page        BB: Boldface Begin
```

Figure 15. The Computer Screen After Entering The JU Option.

19. Press the ESC key once.

20. Press the OPEN-APPLE and the "Z" keys at the same time. The monitor screen will appear like the example provided in Figure 16.

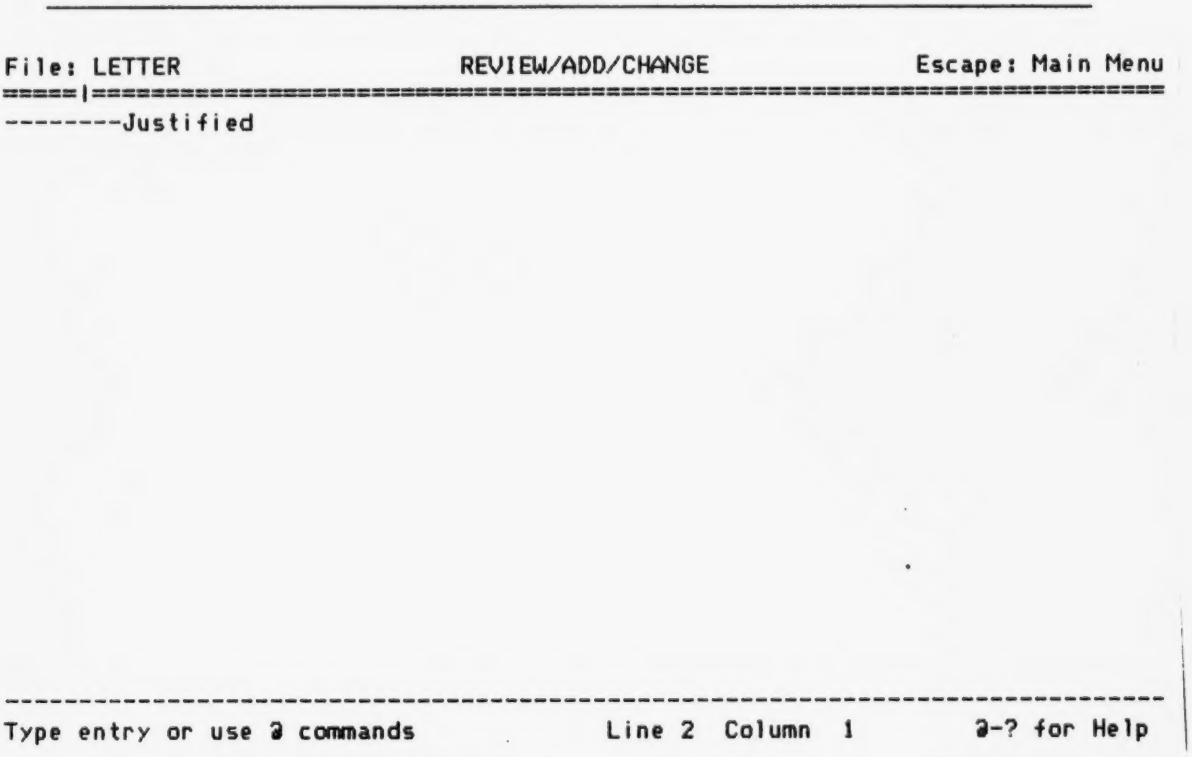

Figure 16. The Monitor Screen Showing The Justified Option.

21. Press the OPEN-APPLE and the "Z" keys at the same time to remove the word, "Justified" at the top of the screen. The file is ready to be used.

22. Press thew OPEN-APPLE and the "S" keys at the same time to save the file on the data disk in disk drive two or Duodisk drive slot two.